

Centers for Disease Control and Prevention (CDC)
Procurement and Grants Office
Instructions for Preparing an Interim Progress Report
Catalog of Federal Domestic Assistance (CFDA) Number: 93.521 & 93.317
Funding Opportunity Announcement (FOA) Number: CDC-RFA-CK12-120903PPHF14

PPHF 2014 - Epidemiology and Laboratory Capacity (ELC/EIP)
Emerging Infections Programs (EIP)
financed In-Part by 2014 Prevention and Public Health Funds

Eligibility:

This award will be a continuation of funds intended only for grantees previously awarded under : **CK12-1209PPHF12: PPHF 2012 - Epidemiology and Laboratory Capacity (ELC/EIP) – Emerging Infections Programs (EIP) financed Solely by Prevention and Public Health Funds.**

Application Submission:

CDC requires grantees to submit their Interim Progress Reports through www.Grants.gov. If you encounter any difficulties submitting your interim progress report through www.Grants.gov, please contact CDC's Technical Information Management Section at (770) 488-2700 prior to the submission deadline. If you need further information regarding the application process, please contact Anella Higgins at (770) 488-2710. For programmatic information, please contact Susan Gantt at (404) 639-7087.

Reports must be submitted by **June 20, 2014**. Late or incomplete reports could result in an enforcement action such as a delay in the award or a reduction in funds. CDC will accept requests for a deadline extension on rare occasions and after adequate justification has been provided.

General Application Packet Tips:

- Properly label each item of the application packet
- Each section should use 1.5 spacing with one-inch margins
- Number all narrative pages only
- Do not exceed 25 pages
- Use a 12 point font
- Where the instructions on the forms conflict with these instructions, follow these instructions

1. CDC requires the use of PDF format for ALL attachments.
2. Use of file formats other than PDF may result in the file being unreadable by CDC staff.
3. Directions for creating PDF files can be found on www.Grants.gov.

Checklist of required contents of application packet:

1. Application for Federal Domestic Assistance-Short Organizational Form
2. SF-424A Budget Information-Non-Construction Programs
3. Budget Justification
4. Indirect Cost Rate Agreement
5. Project Narrative

Instructions for accessing and completing required contents of the application package:

- a) Go to: www.Grants.gov
- b) Select: “Apply for Grants”
- c) Select: “Step 1: Download a Grant Application”
- d) Insert the **Funding Announcement Number** only, formatted as:
CDC-RFA-CK12-120903PPHF14
- e) Download application package and complete all sections.

1. Application for Federal Domestic Assistance-Short Organizational Form:

- A. Complete all sections.
 - i. In addition to inserting the legal name of your organization in Block #5a, insert the CDC Award Number provided in the CDC Notice of Award. Failure to provide your award number could cause delay in processing your application.
 - ii. Please insert your organization’s Business Official information in Block #8.

SPECIAL NOTE: Items 2, 3, and 4 should be attached to the application through the “Mandatory Documents” section of the “Grant Application” page.

2. SF424A Budget Information and Justification:

- A. Download the SF424A form from www.grants.gov and complete all applicable sections.
- B. In a separate narrative, provide a detailed, line-item budget and justification of the new funds requested to support the activities to be carried out in the upcoming budget period. Document needs to be in the PDF format. *Attach in the “Mandatory Documents” box under “Budget Narrative Attachment Form”.*
 - i. The budget must be consistent with stated program objectives and planned activities outlined in the operational plan.
 - ii. The budget should include requests for travel that may be necessary for proposed activities. Travel that is approved and funded by CDC will be considered a required activity.
 - iii. The budget justification must be prepared in the general form, format, and to the level of detail as described in the CDC Budget Guidance. The sample budget guidance is provided on CDC’s internet at:

<http://www.cdc.gov/od/pgo/funding/grants/foamain.shtm>.

- iv. For any new proposed subcontracts, provide the following: (1) name(s) of subcontractor; (2) method of selection; (3) period of performance; (4) description of activities; (5) itemized budget with narrative justification; and (6) method of accountability.

Federal Financial Reports:

Complete and submit an interim Federal Financial Report (FFR), Standard Form 425, for the current budget period. Instructions for the FFR can be found at

http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf.

- i. The FFR should reflect an estimate of anticipated un-obligated funds that will be remaining at the end of the current budget period.
- ii. The estimated un-obligated balance should be realistic in order to be consistent with the final FFR that is due 90 days following the end of the budget period.

3. Indirect Cost Rate Agreement:

- A. If indirect costs are requested, include a copy of the current negotiated Federal indirect cost rate agreement or a cost allocation plan approval letter for those Grantees under such a plan.
- B. Clearly describe the method used to calculate indirect costs. Make sure the method is consistent with the Indirect Cost Rate Agreement.
- C. To be entitled to use indirect cost rates, a rate agreement must be in effect at the start of the budget period.
- D. If an Indirect Cost Rate Agreement is not in effect, indirect costs may be charged as direct if (1) this practice is consistent with the grantee's/applicant's approved accounting practices; and (2) if the costs are adequately supported and justified. Please see the Budget Guidelines (<http://www.cdc.gov/od/pgo/funding/budgetguide.htm>) for additional information.
- E. If applicable, attach in the "Mandatory Documents" box under "Other Attachments Form". Name document "Indirect Cost Rate".

4. Project Narrative:

Attach in the "Mandatory Documents" box under "Project Narrative Attachment Form". Document needs to be in the PDF format.

Current Budget Period Progress:

Provide a brief report addressing the following elements of each objective or activity.

- A. Status (met, ongoing, or unmet)
- B. Major findings, significance of those findings (a description of how the findings impact or contribute to the public health goal.
- C. Barriers encountered, and how the barriers were addressed

- D. If applicable, include the reasons that goals were not met and a discussion of assistance needed to resolve the situation.

New Budget Period Proposed Objectives and Activities:

List proposed objectives and activities for the upcoming budget period (September 30, 2014 - September 29, 2015). These objectives must support the intent of the original Funding Opportunity Announcement (FOA). The activity narrative should contain the following information:

- A. Describe the current capacity of your infrastructure to support the amount of EIP work in your state (e.g., describe your current EIP infrastructure support activities).
- B. Describe the required staff, their responsibilities, and how they will be trained.
- C. Describe objectives that are specific, measurable, achievable, and relevant.
- D. Include a clear timeline for achieving the stated objectives that demonstrates rapid implementation of activities.
- E. Describe measures of effectiveness or impact of activities (e.g., efficiencies to be gained as a result of these resources, additional projects or activities that otherwise could not be accomplished, percentage of staff who will receive training or certifications and how they will affect or improve the program, etc). Applicants may also develop their own measures of effectiveness.

5. Additional Program Requirements

Applicants may request support for one or more of the following:

- A. Personnel who provide scientific leadership, coordination, execution, and/or effective management of EIP activities (i.e., senior scientific and/or management personnel such as EIP Coordinator/Manager, Epidemiologists, Surveillance Officers, Information Specialists or Information Technology (IT) staff, Bioinformatics staff, etc.).
- B. Educational and training opportunities related to infectious diseases. This may include, but is not limited to, offering continuing education credits or certifications, purchasing epidemiology or laboratory guide books/ manuals/ reference material, and conducting training/informational webinars or seminars.
- C. Development, management, and collaboration with CDC on standards-based and interoperable information systems used across EIP activities. Examples include, but are not limited to:
 - a. Implementing the EIP IT strategy by utilizing an integrated surveillance information system for one or more EIP projects, facilitating the interoperability of EIP-specific information systems with other state systems, and/or automating the receipt and use of electronic health records and electronic laboratory reporting data for one or more EIP projects.

- b. Routine collection of hospital discharge data (e.g., pneumonia hospitalizations) that can be used to support core EIP surveillance, as well as the personnel needed to facilitate transfer of these data to CDC and/or analysis locally.
- D. Implementation of methods and techniques designed to transform the Emerging Infections Programs through Advanced Molecular Detection. This could include, but is not limited to, local bioinformatics capacity through training fellowships and/or laboratory support required for sequencing and meta-genomics preparation.

Estimated Funding:

Total estimated FY14 funding in PPHF funds for the 2014 awards is \$3,500,000.

Total estimated FY14 funding for the 2014 awards (including PPHF and non-PPHF) is \$4,000,000.

CDC Contacts:

Anella Higgins
Grants Management Specialist
U.S. Department of Health and Human Services
Centers for Disease Control and Prevention
Procurement and Grants Office
Office of Grants Services
Infectious Disease Service Branch
2960 Brandywine Road, MS E15
Atlanta, GA 30341
(T) 770-488-2710
Email: AHiggins@cdc.gov

Program Contacts:

Susan Gantt
EIP Program Official/Coordinator
U.S. Department of Health and Human Services
Centers for Disease Control and Prevention
National Center for Emerging & Zoonotic Infectious Diseases
Division of Preparedness and Emerging Infections
Scientific and Program Services Branch
1600 Clifton Road, NE, MS C18
Atlanta, GA 30333
(T) 404-639-7087
Email: SGantt@cdc.gov